



U.S. PRETRIAL SERVICES OFFICE
DISTRICT OF OREGON

VACANCY ANNOUNCEMENT # ORPT-20-04

Position Title: Chief U.S. Pretrial Services Officer

Term of Employment: Full-Time Regular (FTR)

Classification Level: Judiciary Salary Plan, JSP 16
Starting salary dependent on qualifications and experience.
Salary Range \$158,716 – \$206,336

Position Location: U.S. Pretrial Services Office
U.S. Courthouse, Suite 440
1000 SW Third Avenue
Portland, Oregon 97204

Closing Date: December 4, 2020

THE POSITION

The United States Pretrial Services Office in the District of Oregon is a career organization focused on providing exceptional service to the Court, members of the legal community, and the general public. Currently, we are seeking applicants for a full-time Chief U.S. Pretrial Services Officer position.

The Chief U.S. Pretrial Services Officer is directly responsible for the administration and management of the U.S. Pretrial Services Office in the District. The Pretrial Services Office maintains headquarters in Portland, Oregon, with divisional offices in Eugene and Medford. The Pretrial Services Office has a total staff of 20 employees, including supervisors, specialists, pretrial services officers, administrative staff, and clerical support positions. This is a high-level management position that is under the administrative direction of the Chief Judge of the U.S. District Court for the District of Oregon.

Representative Duties:

- Organizes the pretrial services office to ensure expeditious handling of investigative work for the courts and effective supervision of persons on pretrial release.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Administrative Office requirements for the administration of pretrial services; promulgates policies, procedures, and guidelines to meet these requirements.

- Maintains administrative liaison with the court of jurisdiction to include promulgating policies, procedures, and guidelines to meet the unique needs of the Court, along with standards to ensure an appropriate level of service delivery.
- Appoints all pretrial services officers and non-officer personnel with the approval of the District Court; responsible for all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; ensures that all personnel are adequately trained; and makes certain the work of all subordinates is systematically evaluated.
- Manages the staff of the office including all clerical, professional, supervisory, and administrative personnel.
- Prepares the operating budget and makes estimates of personnel, space allocation, and operating allowance needs; approves requisitions; certifies vouchers for payment; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- Responsible for the oversight of the solicitation and implementation of contractual services for substance abuse and mental health treatment of defendants, as well as, other contracts for carrying out the pretrial services functions.
- Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
- Maintains an effective system of communication providing pertinent information at all levels; delegates decision-making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance; and ensures accountability in the performance of duties.
- Maintains liaison with the Chief Judge and district and magistrate judges; and makes specific recommendations regarding court-related criminal justice issues with emphasis on matters relating to sound pretrial release and detention practices.
- Establishes and maintains cooperative relationships with other pretrial services and probation offices to ensure all requests for assistance from other districts are met promptly and effectively.
- Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies.
- Promotes and maintains conditions that encourage employee engagement, enthusiasm, and morale.
- Develops and maintains a public relations program that explains pretrial services to the community.
- Monitors community events and issues with special attention to alleviating hazardous office and field incidents.
- Coordinates local agencies that may serve as third-party custodians of persons on pretrial release; advises the Court on an ongoing basis of the eligibility, availability, and capacity of local agencies that may serve as third-party custodians of persons on pretrial release; and establishes and maintains contact with public and private agencies that provide employment, medical, legal, or social services.
- Develops, implements, and maintains a system to monitor and evaluate bail activities; provides information to the Court on results of bail decisions; and prepares periodic reports to assist in the improvement of the bail process.
- Occasionally, may perform the duties of pretrial services officers or supervisory pretrial services officers.
- Performs other duties as required by the Court.

QUALIFICATIONS

To qualify for the position of Chief Pretrial Services Officer at JSP-16, a person must have a bachelor's degree from an accredited college or university and possess a minimum of three years of progressively responsible specialized experience earned after the bachelor's degree has been issued. The three years

of specialized experience is mandatory and does not permit any substitutions.

Specialized Experience:

- (a) Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs is required.
- (b) Experience as a police officer, FBI agent, customs agent, marshal or in similar positions, other than any criminal investigation experience, does not meet the requirements of specialized experience.

Court Preferred Skills:

Additional qualifications, skills and experience preferred:

- Six to ten years of specialized experience;
- A graduate degree in a closely related field;
- Previous management/leadership experience, education or training relevant to U.S. Pretrial Services Office operations;
- Knowledge of federal judiciary strategic direction, policies, and procedures;
- Knowledge of Bail Reform Act, applicable statutes and case law, and Federal Rules of Criminal Procedure;
- Demonstrated commitment to and expertise in evidence-based supervision and treatment, and in the development of organizational practices rooted in evidence-based principles;
- Demonstrated success in strategic planning and in staff and organizational development to achieve agency goals;
- Substantial/high-level management experience in financial management, oversight of information technology, and human resources functions, and experience in short and long-range planning; and
- Excellent analytical and writing skills, and the ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.

Desirable Personal Characteristics:

Successful candidates must be leaders and motivators; must be mature and highly organized; must possess tact, good judgement, poise, and initiative; must maintain a professional appearance and demeanor at all times. Ability to meet the public, work harmoniously with others, and communicate effectively, both orally and in writing, is required. Must be able to balance the demands of varying workload responsibilities and deadlines.

REQUIRED CLEARANCES

Successful applicants will be required to submit to a background investigation which includes fingerprinting, a credit check, and a full field background investigation by the Office of Personnel Management. As a condition of employment, the incumbent will also be subject to an updated background investigation every five years.

MAXIMUM ENTRY AGE

There is no “maximum entry age” for this position. However, in order to be included under federal law enforcement officer retirement provisions, an individual would have to meet “maximum entry age” provisions as follows: First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment.

MEDICAL REQUIREMENTS

Prior to first-time appointment under the federal law enforcement retirement provision, the selectee for this position will undergo a medical examination and drug screening. Upon

successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable background investigation and suitability determination by the Court. The medical requirements and essential job functions derived from the medical guidelines for pretrial services officers are available for public review at www.uscourts.gov.

APPLICATION PROCESS

To apply, submit the following:

1. [Federal Judicial Branch Application for Employment \(AO 78\)](#);
2. Cover Letter with a description of your administrative experience as it relates to staffing, budget, project management, human resources, procurement, and information technology, as well as your leadership style and your efforts to build a culture of diversity and inclusion;
3. Chronological Resume; and
4. List of 3 Professional References with e-mail and telephone contact information.

Send application packet via e-mail to **hr2@ord.uscourts.gov** in pdf form and include "ORPT-20-04 CUSPSO" in the subject line. All documentation should be combined into one pdf. Submissions may also be mailed to the address below. Application forms are available on the District of Oregon's website at <http://www.ord.uscourts.gov> in fillable format. Please type or print all information and sign and date forms where indicated. Verification of employment, education, and reference checks will be made prior to any offer of employment. **Incomplete packets will not be considered. Applicant packets must be received by 4:30 p.m. on December 4, 2020, to be considered.**

Confidential – Chief USPSO Application
Human Resources Division
United States Courthouse
1000 SW Third Avenue, Suite 740
Portland, OR 97204-2902

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

EMPLOYEE BENEFITS

CONDITIONS OF EMPLOYMENT

ABOUT U.S. DISTRICT COURT FOR THE DISTRICT OF OREGON

The United States Pretrial Services Office for the District of Oregon is an Equal Opportunity Employer